

DEFENSE LOGISTICS AGENCY (DLA)

OFFICE OF THE DIRECTOR

Director, Defense Logistics Agency (D)

FUNCTIONS:

1. Direct and control DLA in the accomplishment of assigned missions, programs, plans, and projects. (Note: DLA's assigned mission responsibilities are identified in DOD Directive 5105.22, Defense Logistics Agency.)
2. Provide staff advice and assistance on logistics matters to the Office of the Secretary of Defense (OSD); the Chairman, Joint Chiefs of Staff (CJCS); the Commanders in Combatant Commands; the Military Departments; other DOD components; and other designated organizations, as appropriate.
3. Develop, monitor, and maintain effective supply relationships with the General Services Administration (GSA) to ensure the timely availability of GSA items required by DOD Components.
4. Support the Commanders in Combatant Commands, and through overseas elements of DLA, provide coordinated and responsive logistics support; develop policies, plans, and procedures; develop resources requirements; ensure security compliance by DLA personnel; and provide for the management and direction of DLA overseas activities.
5. Support the Combatant Commanders with a forward deployed DLA Contingency Support Team (DCST), during contingency operations. The DCST will serve as the primary DLA organization to support the Combatant Commanders in a contingency. The DCST provides DLA liaison officers; materiel management representatives; distribution management representatives; disposal, reutilization, and marketing representatives; and fuels management representatives.
6. Support the Military Services in their statutory role of equipping the force by providing integrated supply and services support across all levels of operations. Ensure, whenever possible, that the support provided conforms to and complements respective Military Service logistics and operational doctrines.
7. Serve as the DLA Senior Procurement Executive. (This responsibility has been delegated to the Executive Director, Logistics Policy and Acquisition Management (J-33)).
8. In performing assigned responsibilities, the Director, DLA, will:
 - a. Have free and direct access to, and communication with, all elements of DOD and other executive departments and agencies, as necessary.
 - b. Maintain appropriate liaison with other DOD components, agencies of the executive branch, foreign governments, and international organizations for the exchange of information on programs and activities in the field of assigned responsibilities.

- c. Maintain close working relationships with weapon systems managers of the Military Departments to ensure integration of effort and exchange of technical programs and reference data.
- d. Use established facilities and services of DOD and other Federal agencies, whenever practicable, to avoid duplication and to achieve an appropriate balance among modernization, readiness, sustainability, efficiency, and economy.

SUCCESSION TO THE POSITION OF DIRECTOR, DLA

When the position of the Director, DLA is vacant or the Director is not able to perform his/her duties, the following, in the order indicated, act as the Director until a successor is selected by the Secretary of Defense or the Director resumes his/her duties: Vice Director, DLA (DV); then the General/Flag Officer senior in military rank among the members of the Corporate Board.

VICE DIRECTOR, DEFENSE LOGISTICS AGENCY (DV)

FUNCTIONS:

1. Act for the Director, DLA, when absent.
2. Acts as the Director's alter ego.
3. Directs oversight for J-1(Human Resources), DSS (DLA Support Services), and Special Staff offices.
4. Serves as the principal advisor to the Director on all matters relating to Senior Executive Service (SES) cadre administration.
5. Provides leadership and direction within the Director's Corporate Board.
6. Serves as Chief Crisis Management Team.
7. Chairs several boards and committees, e.g., Balanced Scorecard Executive Board, Awards Board, Investment Council, Audit Committee.
8. Oversees several corporate agendas, e.g., Senior Leaders Conference agenda, Corporate Board agenda, Program Objectives Memorandum (POM) development, Outside Continental United States (OCONUS) civilian extensions.

COMMAND SERGEANT MAJOR (DC)

FUNCTIONS:

1. Advise commanders on the professional development of enlisted personnel.
2. Advise senior enlisted personnel on logistical troops support matters.
3. Advise the Director and staff on matters pertaining to workforce, welfare, morale, discipline, training, award program, and diversities.

JOINT COORDINATION GROUP (DR)

MISSION:

DR provides direct support to the Director and Vice Director, DLA, in the form of speechwriting, calendar management, presentation and briefing book production, and Agency-level administrative support. DR reports directly to the Director's Executive Officer.

FUNCTIONS:

1. Prepare and/or review all Director, Vice Director briefings and speeches to ensure corporate strategy and vision is consistent with Director's intent.
2. Prepare and provide read-ahead packages on all Director special functions and visits.
3. Track actions and follow-up on Director visit taskers, VTC, and Staff Top Ten.
4. Prepare reports and distribute information to Agency stakeholders and customers.
5. Plan and administer Director trips and visits.
6. Monitor DOD senior leadership focus and direction and provide information to the Director. Recommend changes to Commander's intent that is consistent with DOD senior leadership.
7. Serve as the secretariat for the Joint Logistics Board (JLB).
8. Perform special studies involving sensitive issues or which require a quick response to DLA mission areas of critical interest.
9. Provide advice and operational insight and assistance to the Command Staff when required.
10. Manage and provide agenda for all senior leadership meetings, to include senior leadership conferences, Director's staff meetings, Corporate Board meetings, and DLA major field activity video teleconferences (VTCs).
11. Develop and implement policies and procedures governing the conduct of the senior leader's conferences. Maintain supervisory control for execution and accountability of overall planning and monitor the proceedings.
12. Maintain control and execution over the budget of the Office of the Director and Vice Director.
13. Review and approve plans for all change of command ceremonies, military award ceremonies, and other official functions involving the Director and other members of the senior leadership.
14. Develop policies and procedures for all conferences and meetings held or hosted by the Director and other members of the senior leadership. These will include those with key

- officials of the Military Departments and other government agencies. Develop plans for each conference and meeting while adhering to established policies.
15. Identify all special requirements for conferences and meetings, to include audiovisual, printing and reproduction, automation, lighting, labor crew,

PROTOCOL (DX)

1. Serves as the Headquarters Protocol Office. Performs protocol duties on behalf of the Director and the other members other senior leadership. This includes providing protocol services to all DLA members of the Senior Executive Service.
2. Maintains control over Protocol and Special Events budget and its execution.
3. Manages the mechanics of the Very Important Person (VIP) Program for visitors to HQ DLA, including arranging for conference space, VIP packets, 3-star welcome notes, assisting with all protocol requirements, and coordinating all local complex services. Ensure that the Director and the other members of the senior leadership are kept informed of all VIP visits.
4. Establish policies and procedures for all change of command ceremonies, military award ceremonies, and other official functions involving the Director and other members of the senior leadership. Review and coordinate actual plans with the Staff Group and the Command Group.
5. Updates the corporate calendar with key events including foreign visitors, VIP visitors, and conferences for the Director.
6. Continuously analyze the cost of various local and out-of-town meeting sites for best value. Maintain a list of the most cost effective localities based on current airfares, per diem rates, and other costs. Approve conference sites with the best dollar value.
7. Develop policies and procedures for all conferences and meetings held or hosted by the Director and other members of the senior leadership. These will include those with key officials of the Military Departments and other government agencies.
8. Develop plans for each conference and meeting while adhering to established policies.
9. Identify all special requirements for conferences and meetings, to include audiovisual, printing and reproduction, automation, lighting, labor crew, transportation, etc. Ensure that all special requirements comply with established policy and that customer needs are met.
10. Serves as single HQ DLA control point of contact for scheduling the Command Conference Room, Auditorium, Joint Conference Room, and the Kabeiseman Learning Resource Center.
11. Establishes policies and procedures relating to the site selection, cost, and special requirements of all HQ DLA conferences, training sessions, workshops, and other programs including DLA-wide conferences. Ensure compliance with policy and procedures for both on-site and off-site meetings, local as well as out of town.
12. Serves as the single point of contact for all DLA offices in the National Capital Region, for developing and submission of the statement of work for contract execution for all on and off-post lodging, conference and meeting accommodations, special events, catering, and transportation requirements.

13. Serves as the Contracting Officer's Representative (COR) for all conferences and meetings for off-post events.
14. Prepares and update the DLA Organization Chart, ensuring accuracy in accordance with latest approved DLA organization structure. Maintain and distribute the DLA Organization Directory.

DLA ACCOUNTABILITY OFFICE (DLA-DA)

INVESTIGATION DIVISION (DLA-DAA)

MISSION:

The Investigation Division enhances the ability of the Enterprise to focus on fact-finding capability across the Agency by incorporating general, administrative and criminal investigations and management advisory programs to serve in the best interests of DLA's mission and support to the warfighter. Performs general, administrative and criminal investigations of matters of interest to the Director, Defense Logistics Agency (DLA), not suitable for referral to a Department of Defense (DOD) Criminal Investigative Organizations (DCIO), not within mutually agreed investigative guidelines of the DCIOs, or where a DCIO has declined investigative responsibility or acceded to a joint investigation. The Investigation Division will provide general, administrative and criminal investigative support to the Director of DLA, DLA Field Commanders and Senior Leaders, and to the DLA Office of General Counsel.

FUNCTIONS:

1. Conducts general, administrative, and criminal investigations in matters where DLA is a victim or party of interest where no DCIO has primary jurisdiction, or where a DCIO declines investigative responsibility.
2. Develops general, administrative and criminal investigative policies and procedures and directly supervise all GS-1811 Criminal Investigators assigned to DLA.
3. Conducts Trade Security Control Assessments and Post Sale Investigations in accordance with DODD 4140.1-R and DODI 2030.08.
4. Maintains the central records repository for reports of general and criminal incidents within DLA, establish Agency guidance on reporting criteria, and ensure proper reporting of general, administrative and criminal incidents and investigations into the Defense Central Index of Investigations (DCII).
5. Acts as Program manager for the DLA Criminal Incident Reporting System (DCIRS).
6. Develops policies and procedures and implements the DLA Enterprise Hotline Program and act as liaison with the Defense Hotline Program. DLA Enterprise Hotline Program manager will be designated the Defense Hotline Coordinator in accordance with (IAW) DODD 7050.1.
7. Establishes and maintains liaison with supporting DOD investigative agencies and state, local, Federal, and foreign law enforcement and investigative organizations, both in the Continental United States (CONUS) and Outside the Continental United States (OCONUS) as necessary.
8. Receives and analyzes general, administrative and criminal complaints and allegations and determine possible patterns and trends of crimes through recognition of methods of operation and vulnerabilities.
9. Implements a DLA Workers' Compensation Fraud investigation program and designate a Program Manager responsible for program execution in coordination with the Inspector General's Office of the U.S. Department of Labor.

- 10 Provides oversight and develops policies and procedures for the conduct of all investigations by GS-1810 series general investigators assigned to the DLA field activities.

AUDIT DIVISION (DLA-DAB)

MISSION:

The Audit Division is a command assurance activity that will enhance fact-finding capability across the Agency through consolidation of audits and management advisory services. This division will perform independent internal audits and management advisory services to assist DLA leadership in improving efficiency, accountability, and program effectiveness, both for DLA and its customers. It also serves as the central entrance point and facilitator for audits performed by external organizations.

FUNCTIONS:

1. Conducts internal audits, in accordance with Generally Accepted Government Auditing Standards (GAGAS), by the request of the Director, DLA, DLA Corporate Board members, or by self-initiation.
2. Assists management by performing financial, operational and systems audits in accordance with GAGAS to ensure the programs are working as designed, financial information meets established criteria, proper internal controls are in place and working as designed, and proper financial stewardship is upheld.
3. Facilitates and monitors audits performed on DLA by external elements, including the Government Accountability Office (GAO), the Department of Defense Inspector General (DODIG) and Military Services.
4. Tracks completion of corrective actions recommended by internal and external audits; monitors and validates that identified deficiencies are corrected.
5. Provides advisory services in support of DLA Management to improve efficiency, accountability, and program effectiveness.
6. Provides audit policy, guidance, advice, and technical assistance for HQ and field audit offices; ensures compliance with GAGAS through quality reviews.
7. Assist management in designing an effective risk management process for a risk-based internal audit program.

SMALL AND DISADVANTAGED BUSINESS UTILIZATION (DB)

MISSION:

The Office of Small and Disadvantaged Business Utilization (DB) acts as the principal advisor and assistant to the Director, Defense Logistics Agency on all matters relating to the Small

Business Act and regulations, Executive Orders, and directives that implement the Act. In addition, DB provides staff support to the Vice Director in his capacity as the DoD member of the Committee for Purchase from People Who are Blind or Severely Disabled (Committee) under the Javits-Wagner-O'Day (JWOD) Act. Further, the DB has been delegated cooperative agreement authority to carry out the Procurement Technical Assistance (PTA) Program (10 U.S.C. Chapter 142).

FUNCTIONS:

1. Inform and advise the Director and Vice Director on all significant Small Business, Javits-Wagner-O'Day (JWOD) Act, and PTA issues.
2. Maintain liaison with other Small Business Offices within DoD and other Federal agencies, the Small Business Administration, the Committee for Purchase from People Who are Blind or Severely Disabled, the National Industries for the Blind, and other organizations advocating the programs under the purview of DB.
3. Insure counseling and assistance is available to business firms that desire to do business with DLA.
4. Maintain procedures to insure the acquisition workforce supports the small business and socioeconomic programs.

DLA OFFICE OF GENERAL COUNSEL (DG)

MISSION:

The Office of the DLA General Counsel is the exclusive provider of legal advice, counsel, and representation for the DLA enterprise. The Headquarters Office of the General Counsel (DG) advises the DLA Director, the Vice Director, J-1, J-3/4, J-5, J-6, J-7, J-8, J-9, DES, and the Special Staff on the full range of matters involving or affecting the Agency. DLA's effectiveness as a Combat Support Agency is tied to how well it awards and administers contracts with the private sector for the products, support services, transportation, storage, hazardous waste disposal, and sale of surplus property and supporting information technology infrastructure that are at the core of DLA's mission. That mission is to provide a joint logistics capability that optimizes warfighter support, and best value integrated logistics solutions for America's Armed Forces and other designated customers, in peace and war.

DG provides legal advice, counsel, and representation that primarily relate to these contractual transactions and relationships and to the personnel and other resources required to put contracts in place and enforce them. The legal issues that arise often involve millions of dollars and the private sector parties are represented by the most highly skilled attorneys. The issues and conflicts are frequently the subject of intense media, Congressional, and public interest. Expedient and effective resolution of legal issues and challenges has a significant, favorable impact on the Agency's achievement of strategic goals and on military readiness.

DG provides legal advice, counsel, and representation in support of the civilian personnel management function of DLA to include personnel grievances, EEO complaints, and labor

relations matters. Additionally, DG advises on UCMJ matters for military personnel in coordination with the Services.

DG is the proponent of five programs within DLA: the Standards of Conduct Program, the Alternative Disputes Resolution Program, the Litigation Program, the Legislation Program, and the Fraud Program, including Suspension and Debarment responsibilities.

DG also manages the delivery of legal services at the field legal operations.

FUNCTIONS:

1. Participate in planning and implementation of DLA objectives, programs, policies, and procedures ensuring compliance with laws and regulations. Offer alternative strategies for accomplishment of goals when legal impediments are encountered. Anticipate and resolve potential legal issues at the earliest stage of program development or execution. Participate as legal advisor at executive level meetings and conferences.
2. Assist in formulation of acquisition policy and procedures. Analyze DLA mission impact of new acquisition statutes, regulations, and policies. Serve as DLA Legal Member of the Defense Acquisition Regulation Council.
3. Assist in the preparation and review of solicitation and contract documents in connection with major acquisitions. Serve on source selection panels. Participate in the negotiation of contracts.
4. Provide authoritative legal opinions, oral and written, on a broad range of complex issues and problems requiring knowledge and experience in diverse legal practice areas, both acquisition and non-acquisition related. Maintain proficiency in the numerous areas of practice required to provide DLA clients exemplary legal support. Areas of specialization include:
 - a. Acquisition
 - b. Contracts
 - c. Criminal Law
 - d. Equal Employment Opportunity (EEO)
 - e. Environment
 - f. Ethics, Personnel, and Labor Relations
 - g. Fiscal Law
 - h. Information Technology
 - i. Installations
 - j. Intellectual Property
 - k. International Agreements
 - l. Military Justice
 - m. Military Operations
 - n. Property Disposal
 - o. Release of Information
 - p. Standards of Conduct
5. Assist in resolution of claims and disputes. Minimize potential program impact, operational delays, and adverse Department of Defense (DOD), media, or other attention. Engage in

creative and effective interest-based negotiation and alternative dispute resolution, eliminating avoidable litigation expense and delay.

6. Represent or arrange representation in administrative and court proceedings. Gather evidence, obtain witnesses, develop legal positions and arguments, and prepare pleadings, motions, and other filings. Provide litigation reports and other support to the U.S. Department of Justice. Forum in which representation is provided include:
 - a. Armed Services Board of Contract Appeals
 - b. Equal Employment Opportunity Commission
 - c. Federal Courts
 - d. Government Accountability Office
 - e. Federal Labor Relations Authority
 - f. Merit Systems Protection Board
 - g. Environmental Appeals Boards
7. Exercise DLA suspension and debarment authority, determining whether to exclude particular contractors from eligibility to receive government contracts.
8. Manage Legal Programs:
 - a. Alternative Dispute Resolution Program. Promote and engage in faster and more cost effective alternatives to administrative and judicial litigation to resolve disputes and claims. Maintain a cadre of attorneys who are trained as neutral third parties to help resolve procurement, contract, employment, labor relations, environment, and other disputes.
 - b. Standards of Conduct and Employee Ethics Program. Serve as Designated Agency Ethics Official. Implements ethics program requirements specified in federal statutes and regulations and in Office of Government Ethics and DoD program directives. Provide mandatory ethics training for employees. Determine employees required to file financial disclosure statements and collect and review financial disclosure statements for legal sufficiency and potential conflicts of interests. Advise on employee disqualification statements, divestitures, and post-employment restrictions. Make annual ethics program compliance reports to the Office of the Secretary of Defense and Office of Government Ethics.
 - c. Fraud Remedies Program. Examine allegations or indications of contract fraud, violations of antitrust laws, or other improper conduct by contractors and offerors. Refer matters that merit investigation to the appropriate investigative agency. Monitor and report on DLA-wide efforts to prevent, detect, deter, and remedy procurement fraud and related irregularities. Coordinate administrative, civil, and criminal remedies.
 - d. Litigation Program. Provide Headquarters oversight over all types of DLA litigation, whether in the federal courts or the administrative forums that handle contract disputes, bid protests, and personnel disputes. Actively engage to ensure that the interests of the Agency are fully and adequately represented.
 - e. Legislation Program. Provide comments to the Office of the Secretary of Defense Office of Legislative Counsel on legislative proposals advanced by DOD, its components, and other Federal departments and agencies. Drafting, proposing, and advocating legislative changes that enhance DLA mission accomplishment. Drafting congressional testimony for DLA officials. Analyze the legal impact of proposed and new legislation.
9. Exercise professional management and control over field legal organizations. Monitor

timeliness, effectiveness, and efficiency of services provided, ensuring competent legal support is available throughout DLA. For legal opinions, monitor consistency, quality, and conformity with the law and DLA policy. Recruit, select, promote, and discipline attorneys. Set appropriate performance standards. Provide attorney training.

10. Provide legal support for contingency operations. Foster and train an appropriate number of Agency attorneys specializing in disaster-preparedness and overseas contingency operations law. Specialists may be called upon to provide around-the-clock legal advice and assistance related to planned and unplanned DLA domestic and overseas logistics support operations.
11. Provide legal advice and representation with respect to such matters as local law, customs, international agreements, and federal employee and contractor rights in areas where humanitarian or military operations are taking place.

FOIA/PRIVACY ACT DIVISION (DLA-DGA)

MISSION:

Develop policy, provide program oversight, and serve as the DLA focal point for DLA Privacy/FOIA matters. DLA-DGA is responsible for the following functions.

FUNCTIONS:

1. Provide day-to-day policy guidance and assistance to HQ DLA and DLA Field Activities in their implementation and execution of the DLA Privacy/FOIA Programs.
2. Promote public trust by making information available to the public upon request, unless specifically exempted or excluded from disclosure by law.
3. Assess and provide guidance on proposed and existing DLA policies, procedures, or regulations which potentially effect the personal privacy of individuals or their access rights to DLA records.
4. Review, coordinate, and submit for publication in the Federal Register Privacy Act systems of records and Privacy Act/FOIA rulemakings.
5. Provide statutorily and regulatory required reports.
6. Provide privacy knowledge and support for the DLA Information Assurance Certification and Accreditation process to ensure Privacy Act compliance in DLA Information Systems.
7. Review, evaluate, and develop policy for new technologies with the potential to affect personal privacy prior to its introduction at DLA.
8. Make DLA records available to the public through a reading room.
9. Provide customer oriented FOIA service centers.
10. Represent the DLA on the Defense Privacy Board, and serve as the FOIA Liaison Officer, established by Executive Order 13392, to the Defense Freedom of Information Program Office.

COMMAND CHAPLAIN (DH)

MISSION:

The Office of the Chaplain supports the religious, spiritual, moral, and ethical needs of DLA and its employees. The Chaplain provides religious services, religious support, pastoral care, and ensures the moral and ethical well being of DLA personnel worldwide. The Chaplain facilitates the “free-exercise” rights of all personnel, irregardless of religious affiliation of the Chaplain or the individual. The Chaplain as a religious educator, provides religious instruction for the DLA Community. The spiritual well being of DLA. personnel and their families are developed by an ongoing pastoral relationship with all members of the command.

FUNCTIONS:

The Chaplain is a member of the Director’s Special Staff and has direct access to the Director, Deputy Director, and all members of the Corporate Board. The Chaplain will advise the Director and staff on matters of religion, morals, and morale. This responsibility is accomplished through the following responsibilities:

1. Assess the religious needs of all assigned personnel.
2. Assess the spiritual, ethical, and moral health of the Agency to include the humanitarian aspects of Agency policies, leadership practices, and management systems.
3. Plan programs to enhance the moral and ethical quality of leadership, the care of people.
4. Monitor personnel decisions and related funding within the Agency that impact quality of life issues.
5. Coordinate, integrate, and supervise all chaplain activities, religious services, ministries or observances, and the use of facilities.
6. Establish, mentor, train, and manage the activities of the Chaplain Liaison Advisory Councils at all DLA major field activities.
7. Provide Chaplain Staff Assistance visits to all DLA activities worldwide and provide a summary of findings to the Corporate Board, DLA major field activity commanders, and Director as appropriate.
8. Supervise the management of the Chaplain's Fund in accordance with the DLA Chaplain’s Fund Operating Standard Operating Procedure (SOP).
9. Plan, coordinate, and supervise the professional development and training chaplains, chaplain assistants, and chaplain liaisons.
10. Monitor all recommended adjustments to chaplain-related staff positions.
11. Develop the Chaplain’s section of the DLA mobilization plan.
12. Plan, supervise, and participate in chaplain training for contingency operations and deployments.
13. Establish and maintain liaison with staff chaplains of all four branches of the Armed Forces (Army, Navy, Air Force, and Marine Corps).
14. Serve in the rating chain of other chaplains and chaplain assistants.

15. Ensure the acquisition and focused logistics support of ecclesiastical supplies for the Armed Forces Chaplains Corps, in peace and war, around the world around the clock. This will include:
 - a. Provide consistent, responsive, best value ecclesiastical supplies and services to all chaplains in the Armed Forces.
 - b. Deliver and sustain world-class performance.
 - c. Exploit technology rapidly to provide agile, responsive, interoperable solutions to include internet ordering, web site training, and the ability to provide supplies during any national emergency.
 - d. Pursue aggressively partnerships with industry and suppliers to provide the Armed Services Chaplain Corps the highest quality ecclesiastical supplies at the best cost.
 - e. Provide through the internet, newsletter, and on-site training to ensure every chaplain and religious support staff understand how to obtain supplies through the DLA system.

LEGISLATIVE AFFAIRS (DL)

MISSION:

Provides advice and assistance to the Director, Vice Director, Corporate Board, and DLA Field Activities on all non-financial matters with respect to Congressional, White House, and all national, state, and local political activities bearing on Agency mission and operations.

FUNCTIONS:

1. Advise and assist the Director, Vice Director, Corporate Board, and key DLA personnel on all non-financial Congressional, White House, and political matters, including legislative and executive branch initiatives, constituent concerns, hearings, visits, meetings, briefings, and other related activities.
2. Serve as the Agency primary congressional liaison in non-financial matters with the legislative branch, White House, and national, state, and local political entities fostering awareness of and participation in resolving issues of political significance and of the Agency's impact on Congressional action of the subcommittee, committee, full chamber, or conference committee levels.
3. Serve as the Agency congressional liaison with the Office of the Assistant Secretary of Defense (Legislative Affairs), the Military Services, and other Government agencies.
4. Develop political assessments and Congressional contact strategy documents.
5. Review DLA and OSD-sponsored legislation impacting the Agency.
6. Prepare periodic summaries on Congressional activities, status reports of key legislation, current biographical information on members and key Hill staffers, hearing summaries/assessments, meeting summaries, and monthly assessments of DLA activities.
7. Coordinate and arrange for Agency personnel to attend meetings, conferences, or briefings requested by members of Congress.
8. Organize preliminary meetings to prepare DLA personnel as witnesses before

congressional committees. Coordinates on and receives OSD/Office of Management & Budget (if non-financial) clearance on testimony, provides information on committee members, and escorts witnesses.

9. Notify members of Congress when a company in their district receives a contract over \$5 million.
10. Manage, review, and maintain a database to track all inquiries from members of Congress and their staffs to ensure timely, fully responsive, courteous, and professionally prepared responses to members of Congress.
11. Coordinate on all Agency responses to written and telephonic inquiries and obtains OSD coordination as required.

DEFENSE LOGISTICS AGENCY (DLA) PUBLIC AFFAIRS (DP)

MISSION:

Provides guidance on public affairs matters to Agency officials and to public affairs offices at DLA Field Activities; establishes policy on public affairs matters unique to DLA, and serves as the Agency clearance authority for the release of public information. Provides public affairs services as required, including public affairs counseling and fulfilling special needs.

FUNCTIONS:

1. Develop policies, plans and programs in support of Department of Defense (DoD) and DLA objectives and operations.
2. Provide the public, media and internal audiences with maximum information about DLA, consistent with national security and in consonance with existing laws.
3. Report and explain new DLA policies, plans, and developments to the public, DLA personnel, other DoD organizations, and the Military Services.
4. Support the efforts of the DLA Director and the Commanders and Directors of the Field Activities to inform the Military Services, industry, and professional organizations about DLA policies and programs.
5. Act as spokesperson and releasing authority for DLA information to the media.
6. Ensure that responses to media queries are coordinated with appropriate DLA elements.
7. Respond to media queries in a timely manner.
8. Provide media training to DLA management.
9. Serve as official point of contact for public and media appearances by DLA officials.
10. Coordinate and publish *Dimensions* and *LogLines* magazines, which provide a means of publicizing DLA events, people, initiatives and to market DLA products and services.
11. Develop and implement a nationwide and regional public affairs outreach program.
12. Formulate, recommend, and implement policies, procedures, and programs related to the outreach/public affairs functions arising from DLA's mission.
13. Formulate, plan, manage, and direct major public events.
14. Educate, influence, and inform DLA's internal publics.
15. Act as the DLA Webmaster for the main DLA web site. Act as content manager and serve on the Internet Policy Council that establishes policy and guidance for all DLA web sites.
16. Foster good relations on mutually acceptable terms with all of the various publics of DLA.

17. Provide policy and public affairs review of all materials that are proposed for public release.
18. Manage the Director's Pipeline program by coordinating appropriate responses to the sender.
19. Produce printed products such as brochures and pamphlets that explain DLA to a wide variety of audiences.
20. Establish a hometown news release program to recognize awards and honors received by DLA employees in their hometown newspapers.
21. Maintain and update DLA Today and Tomorrow, the daily corporate electronic newspaper.
22. Provide guidance and assistance to keep the public fully informed of past, present, and proposed DLA actions that have the potential to affect human health and the environment.
23. Serve as Program Manager for the Director's Open Forums and oversees planning and execution of the Director's Open Forums.